



Acquisition Career Management

AL&T EMPLOYEE QUICK REFERENCE GUIDE

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This guide provides general acquisition career management guidance to the Acquisition Logistics & Technology Workforce (AL&TWF). As you progress in your career beyond the basic mandatory requirements, additional guidance may be obtained from the Army Acquisition Career Management Handbook. The Handbook can be accessed from <http://asc.army.mil/>. It is updated as necessary and as such, should be used by you and your supervisor as a reference guide for use throughout your entire acquisition career.

For assistance with any portion of this guide or any other acquisition career management issue, contact any member of the **Southern Region U.S. Army Acquisition Support Center (USAASC), Acquisition Career Managers (ACMs)** identified below, located in Bldg 5206, Redstone Arsenal AL 35898.

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What is the Acquisition Logistics & Technology Workforce (AL&TWF)?

The AL&TWF is composed of civilian and military professionals who support the various phases of the acquisition life cycle. The Army population is diverse and recognizes twelve of the thirteen functional career fields: Business, Cost Estimating and Financial Management; Contracting; Facilities Engineering; Industrial/Contract Property Management; Information Technology; Life Cycle Logistics; Production, Quality and Manufacturing; Program Management; Purchasing; Systems Planning, Research, Development and Engineering - Science and Technology Manager; Systems Planning, Research, Development and Engineering- Systems Engineering; and Test and Evaluation.

Employee Responsibilities

AL&TWF members are responsible for understanding the requirements for becoming competitive at all levels to achieve success. Workforce members should establish short- and long-range career objectives and seek advice from their ACM, supervisor, and/or a mentor on how best to achieve their objectives. Ensure these objectives include achieving technical competence in the primary Acquisition Career Field (ACF), academic credentials, broadening functional experience, and leadership training and experience.

In this regard, all workforce members are required to be certified in their acquisition career field within 24 months after entering the position. Workforce members are also required to participate in continuous learning activities throughout their careers. The Certification and

Continuous Learning requirements are addressed along with information on the process to follow in order to meet these requirements. While many of these “steps” may overlap, they are generally in sequential order.

Keep in mind that career planning and documentation is the workforce member’s responsibility.

Step One – Prepare an Acquisition Career Record Brief (ACRB): The ACRB can be accessed from <https://rda.altess.army.mil/cappmis>. The ACRB is an automated, authenticated record of your education, training, and acquisition assignment history. It is your official acquisition record and it is your responsibility to initiate changes and keep it updated. You can update limited sections of the ACRB (Section IV- Personal, Section VI – Acq/Leader Training, and Section IX- Assignment History) other corrections should be sent to the ACM for input into the Career Acquisition Personnel and Position Management Information System (CAPPNIS). CAPPNIS is an integrated set of tools to help serve and manage your acquisition career. It provides access to the Acquisition Career Record Brief (ACRB), Individual Development Plan (IDP) and the ATRRS Internet Training Application System (AITAS). All three are important to you as an AL&TWF member.

Step Two – Review Certification Requirements

The Defense Acquisition Workforce Improvement Act (DAWIAII) requires that employees meet the certification requirements (education, training and experience) associated with the position they encumber within 24 months after assignment. Certification levels are generally based on the grade of the position as follows: Level I – GS-05 through GS-08, Level II - GS-09 through GS-12, Level III - GS-13 and above. Acquisition Career Field position certification requirements are detailed in DoD 5000.52-M. The most updated requirements are documented in the Defense Acquisition University (DAU) Catalog, which may be accessed at <http://www.dau.mil/>. Your first priority is to become certified in the Acquisition Career Field required for your current position.

Step Three – Prepare an Individual Development Plan (IDP)

AL&TWF members are required to complete and maintain a 5 year IDP. Preparation of the IDP is a joint venture between you and your supervisor with advice and assistance from the acquisition career manager. The IDP permits you and your supervisor to identify and track career objectives in the areas of education, training and experiential opportunities. Objectives should reflect overall broad career goals and specific developmental activities intended to accomplish them. The developmental objectives should be attainable in a reasonable time frame and do not have to be purely acquisition related. They can include items such as functional training, leadership, education, professional activities, and assignment experience that can lead toward the overall achievement of broad career goals. It is recommended that the IDP be reviewed in conjunction with the normal appraisal cycles (mid-point review and final rating period).

Step Four – Submit your IDP for Approval

Once you have annotated all your career goals and have entered all education, training or experience that is required to achieve the certification, you must submit your IDP to your supervisor for approval. This approval process is done electronically; therefore, you must ensure your current supervisor’s name and correct email address is listed in your IDP. If your current supervisor is not listed in your IDP, please advise your supervisor to log on to the

Supervisor Module of his/her IDP found in CAPPMS at, <https://rda.altess.army.mil/cappmis/> to add your name to his/her profile. Your supervisor will receive a system generated email notification when you submit your IDP for review and approval. If any DAU courses are listed on your IDP, your supervisor must approve the DAU course on the IDP before you can successfully apply for the DAU course.

Step Five – Apply for Defense Acquisition University (DAU) Training

After the IDP is approved, you may apply for DAU courses at <https://www.atrrs.army.mil/channels/aitas/main.asp>. The ATRRS Internet Training Application System (AITAS) is the web based application system that provides dates, locations, and availability for all DAU training. AITAS works in conjunction with the IDP and allows AL&TWF members to submit their training applications electronically for both distance learning and on line courses. It is important to remember that the IDP is for planning purposes only; it is not the vehicle to register for DAU training. However, you cannot register for any DAU training unless the course is identified on your IDP and the supervisor has approved it.

Step Six – Apply for Certification

Once you complete the appropriate training, education, and experience required by your position, you must contact your ACM for guidance on certification procedures. The new automated Certification Management System will be available late summer 2007 to apply for certifications online.

Required throughout AL&TWF Career – Continuous Learning Points (CLPs)

USD(AT&L) policy on continuous learning for the AL&TWF requires each workforce member (military and civilian) earn 40 CLPs every year as a goal and 80 CLPs being mandatory within 2 years. The purpose of the policy is to ensure acquisition professionals develop and stay current in leadership, disciplinary and functional skills that augment the minimum education, training and experience standards for their acquisition career fields. The automated IDP is the document used to annotate activities that count towards continuous learning and can be found at <https://rda.altess.army.mil/cappmis/>. Basically there are two phases to obtaining credit for continuous learning activities. First, you enter continuous learning activities on your automated IDP and then submit via an automated message requesting that the supervisor review and award the points. Second, the supervisor reviews, approves, and types in the actual CLPs awarded. In addition to the above, CLP points for DAU training will automatically post once documented as completed on the IDP within 2-4 weeks of course completion. It is no longer necessary for the supervisor to approve DAU training. Once you complete the 80 CLPs required for the 2 year cycle and they have been annotated in the IDP, there is no need to continue to annotate more points even if you continue to complete additional activities during the same 2 year cycle.

For additional information on other regulatory requirements/Army policies/opportunities, (e.g. Corps Eligibility, Corps Membership, Tuition Assistance, Senior Rater Potential Evaluation, etc.) please refer to the U.S. Army Acquisition Support Center Homepage at <http://asc.army.mil/> or contact a member of the Southern Region Acquisition Support Center identify on page one of this document.

Notes

Southern/Western Region Acquisition Support Center



<http://asc.army.mil>

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